

Corporate Badge Recovery Policy for SNL Contractors and Consultants

February 1, 2007

As of February 1, 2007, Sandia contractors/consultants, defined to include their employees and their subcontractors, will be held accountable for:

- multiple lost, forgotten, and stolen (LFS) badges
- unreturned security badges

All Sandia Badge Requestors are responsible for ensuring timely retrieval of contractor/consultant badges they sponsor.

Upon implementation, any previously reported LFS or unreturned badge discrepancies will be nullified.

LOST, FORGOTTEN, OR STOLEN

After a contractor/consultant reports that his/her individual security badge is Lost, Forgotten, or Stolen (LFS), the Sandia Badge Requestor (SBR) must contact the applicable contracting company and the Badge Office.

In the case of forgotten badges, SBR's should immediately instruct the contractor/consultant to retrieve the badge before attempting to obtain a replacement.

Badge Office personnel will then review the contractor/consultant's record of LFS badges for the preceding 365 calendar days and proceed as follows:

First Occurrence

Upon the initial occurrence of a LFS security badge from the implementation date of this policy, the following steps will occur:

- The contractor/consultant's SBR and the SBR's immediate supervisor will receive an electronic memo from the Work Box Application.
- The SBR must then contact both the contractor/consultant and his/her company **within 5 business days** either in person or by telephone, and explain the importance of safeguarding access authorization credentials.
- The SBR must document this discussion in the "Comment" field of the Work Box application.

Second Occurrence

Upon the **second report** of a LFS security badge within 365 calendar days from the first occurrence:

- The affected contractor/consultant must notify his/her responsible SBR of the LFS badge and request a replacement.
- The contractor/consultant will not be issued a replacement badge for 3 working days.
 - If this will negatively affect mission performance, the SBR's Senior Manager or his/her delegate may approve a deviation.
 - The Senior Manager or his/her delegate must provide approval via telephone to the Badge Office.
- The SBR, his/her immediate supervisor, and Senior Manager will concurrently receive an electronic memo from the Work Box Application. The SBR's Senior Manager will receive prompts to document what action was taken.

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- The SBR must obtain written evidence (preferably via email) from the contracting company that it has taken corrective actions with the affected contractor/consultant.
- The Senior Manager must document this discussion in the “Comment” section of the Work Box application within 5 business days of the occurrence.
- If the Badge Office Supervisor does not receive this documentation on time, the contractor/consultant’s badge will be deactivated.

Third Occurrence and Subsequent Occurrence(s)

Upon the third report and any subsequent occurrence of a LFS security badge within 365 calendar days from the first occurrence:

- The affected contractor/consultant must notify his/her responsible SBR of the LFS badge and request a replacement.
- The contractor/consultant will not be issued a replacement badge for 7 working days.
 - If this will negatively affect mission performance, the SBR’s Director or his/her delegate may approve a deviation.
 - The Director or his/her delegate must provide approval via telephone to the Badge Office.
- The SBR, his/her immediate supervisor, and Director will concurrently receive an electronic memo from the Work Box Application. The SBR’s Director will receive prompts to document what action was taken.
- The SBR must obtain written evidence (preferably via email) from the contracting company that it has taken corrective actions with the affected contractor/consultant.
- The Director must document this discussion in the “Comment” section of the Work Box application within 5 business days of the occurrence.
- If the Badge Office Supervisor does not receive this documentation on time, the contractor/consultant’s badge will be deactivated.

Note: A Contractor/Consultant will not incur multiple administrative actions for a single event. For example, if he/she forgets a badge but can’t retrieve it, receives a replacement, and later determines that the badge is actually lost, then no further action(s) will be taken.

UNRETURNED CONTRACTOR/CONSULTANT BADGES

The SBR is accountable and responsible and must make every attempt to obtain a contractor’s site-specific security badge when it expires or is no longer required.

AFTER 15 DAYS

If a Contractor/Consultant badge is not received in the Badge Office within 15 calendar days from the badge’s expiration date, the SBR will be notified via the Work Box Application. The SBR must then attempt to contact the affected contractor/consultant and recover the unreturned badge.

If the badge is determined to be lost at this point, then a Lost/Stolen Badge Report must be completed and delivered or faxed to the Badge Office. The SBR will advise the

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subcontracting company/consultant of the badge retrieval concern and subsequent administrative processes.

AFTER 30 DAYS

If a Contractor/Consultant badge still has not been received in the Badge Office within 30 calendar days from the badge's expiration date, the SBR will be notified again via the Work Box Application. The SBR must then attempt to contact the affected contractor/consultant and recover the unreturned badge.

If this final attempt to retrieve the badge is unsuccessful, then a Lost/Stolen Badge Report must be completed and delivered or faxed to the Badge Office. The SBR will advise the subcontracting company/consultant of the badge retrieval concern and subsequent administrative processes.